

# SERVICE UNIT TREASURER

PURPOSE		APPOINTED BY	TERM
Manage Service Unit funds and bank account. Assist troops with financial procedures.		Leader Support Manager	Two years Renewable
RESPONSIBILITIES	<ul style="list-style-type: none"> <li>Maintain service unit bank account in accordance with council guidelines and completes all financial transactions</li> <li>Develop yearly service unit budget in collaboration with the service unit team</li> <li>Responsible for the proper destruction of financial documents after a period of three years</li> <li>Complete annual service unit financial report and turn into council by deadline</li> <li>Follow the process and timeline for collection and review of Troop Financial Reports</li> <li>Assist and support troop leaders/treasurers with financial inquires such as opening a troop bank account or the Troop Financial Report</li> <li>Provide Troop Financial Report trainings and/or workshops as needed</li> <li>Assist disbanding troop leaders according to the disbanding troop procedures</li> <li>Attend service unit team and leader meetings as needed providing budget updates on a routine basis</li> <li>Complete all position related training provided by the council</li> </ul>		
REQUIRED QUALIFICATIONS	<ul style="list-style-type: none"> <li>Registered &amp; screened Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy</li> <li>Ability and desire to work with and serve people from diverse backgrounds</li> <li>Adheres to council policies and ways of work</li> <li>Able to maintain confidentiality when sensitive issues arise</li> <li>Knowledgeable and versed on council financial policies as stated in <i>Volunteer Essentials</i></li> <li>Good oral, verbal and written communication – express ideas and facts clearly and accurately</li> </ul>		
DESIRED QUALIFICATIONS	<ul style="list-style-type: none"> <li>Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments</li> <li>Knowledgeable of Microsoft office including word and excel</li> </ul>		
<b>APPOINTMENT</b>			
Your appointment to the above position begins on _____		and will continue to September 30, 20____	
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

*\*This position can be shared*